

Line Office CFO/M&B CWIP Reconciliation Review Check List
3/18/03

NOAA Line Office _____ Fiscal Year _____ Qtr _____

CFO _____ Date _____

or

M&B Chief _____ Date _____

- 1) Have you received a *completed* Activity Manager (or their delegate's) CWIP Reconciliation Check List for each CWIP Activity reconciliation that was sent to you for sign off? Y or N _____
- 2) If the answer to 1), was **No**, have you withheld that reconciliation from Finance until, you received the related checklist? Y or N _____
- 3) If CWIP activities, under your responsibility, are tracked by individual task code, within a core project code, e.g. 52NBSDF, have you compiled a recap sheet to ensure that all tasks that make up the core project code total have been included on one or more reconciliation spreadsheets?
 - This is to ensure that all tasks reconciled, account for the underlying total project code, as reported on the CWIP Report. Y or N _____
- 4) Were all project codes stated on the CWIP Report, that are your responsibility, reconciled? To be certain, query the CAMS CWIP Rpt – CA500D at CFS Data Ware House, under Cost Accumulation Reports.
Then, in the dialogue screen: Specify Line Office (L.O.), in the Display Box as a parameter. Also, specify task code, if appropriate. Y or N _____
- 5) Are all of your CWIP Activities, that have not been closed out, reflected on the Budget Office's CWIP Activity List and is the data stated, there on, for your activities, correct. (E.g. Activity Manager, Line Office, estimated completion date, projected total cost.)
Go to: <http://www.ofa.noaa.gov/~nbo/CWIP.htm> Y or N _____
- 6) If the answer to 5), is **No**, have you notified the Central Budget Office contact, Daniel Bess, to make the needed changes? Y or N _____

Note: If your responses, to any of the questions, made above, need to be elaborated, please do so on a separate sheet. Cite the question number along with the detailed explanation.

If you have questions, contact Nick Bayer, Financial Statements Branch 301-413-2127 x168.